



MGR SBC MEETING MINUTES AND LOCAL VOTE RESULTS

DATE OF MEETING: December 1, 2016, 2016 at 5:30P.M. at the Mount Greylock Regional Middle High School in Williamstown, MA

PROJECT: Mount Greylock Regional Middle High School
Dore & Whittier Project #MP

SUBJECT: School Building Committee Meeting (D&W#32)

ATTENDING:	Mark Schiek	SBC Chair
	Paula Consolini	SBC Co-Chair
	Kim Grady	Acting Superintendent of Schools
	Nancy Rauscher	Bus. Manager, MGRSD
	Jesse Wirtes	MG facilities supervisor
	Hugh Daley	Williamstown
	Carrie Greene	School Committee, Vice Chair
	Mary MacDonald	Principal, MGRHS
	Richard Cohen	Lanesborough
	Lyndon Moors	MGRSD Faculty
	Thomas Bartels	Williamstown
	Steve Wentworth	Lanes. Finance Committee
	Bob Ericson	Lanesborough
	Al Terranova	School Committee
	Trip Elmore	DWMP
	Rachel Milaschewski	DWMP
	Jeffrey Dome	DWMP
	Dan Colli	Perkins Eastman, DPC
	Mike Ziobrowski	Turner Construction
	Mike Giso	Turner Construction

1. Call to Order of SBC Meeting at 5:35 PM by M. Schiek with 14 voting Members in attendance.

C. Greene made a motion to move the public comment agenda item above the approval of the minutes; 2nd by P. Consolini. VOTE: 14 approve, 0 against, 0 abstain.

Rebecca Camp, a community member with children attending the Mount Greylock School asked if they would consider the option of putting “productive trees” on the site, such as apple trees, maple trees, etc. rather than ornamental trees.

The committee discussed this option and though some reported that productive trees require more maintenance, they did agree to look into it as it could be a good learning opportunity for the students.

2. Approval of Minutes:

The committee took a moment to review the October 6, 2016 and November 3, 2016 meeting minutes.

Motion to approve the October 6, 2016 meeting minutes by P. Consolini, 2nd by M. MacDonald. VOTE: 13 approve, 0 against, 1 abstain (K. Grady)

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**Motion to approve the November 3, 2016 meeting minutes by P. Consolini, 2nd by R. Cohen.
VOTE: 10 approve, 0 against, 3 abstain (M. MacDonald, C. Greene, K. Grady)**

3. Budget Approvals:

a. Budget Revision Request No. 7

T. Elmore explained that Perkins Eastman's proposal did not match the line items on the original budget in the project funding agreement and this budget revision request will adjust these line items to match. He clarified that the total value was the same, but that this has to be done for propay to track the budget and expenses correctly.

He added that the committee will see more of these going forward, as any movement of money (a result of a change order, amendment, etc.) has to be approved by the SBC and submitted to the MSBA in this format.

b. Turner's Change Order for Early Utility Work

M. Giso reiterated the discussion from the last SBC meeting about the potential to get some underground utility work done before the ground freezes, which entails the removal of some exiting utilities that interfere with the foundations for the 3-story section of the building and the installation of some of the permanent utilities that are in the same general areas.

He explained that the equipment and subcontractors needed to do this work are already on site for other enabling work activities which allows them to take the warm weather opportunity to do this work.

Furthermore, he explained that \$25,000 of the \$100,000 it costs to perform this work has already been previously approved (per the pre-authorization given to D. Dias and C. Greene at the October 6 Meeting), allowing for the release of shop drawings and preparatory work, and they ask that the SBC approve the remaining \$75,000.

T. Elmore added that this cost will become a part of Mini-GMP #2, of which they anticipate SBC approval of in agenda item No. 6. He also added that this utility work does not slow down the installation of the foundations, and rather gives the opportunity to time saved in the spring, since they will not have to wait for the ground to thaw.

Turner also clarified that these activities and the cost associated with them are and have been captured in the overall budget, and that this is *not* an additional cost, but rather an advancement in time; since this work was scheduled to take place at a later date, it was not carried in the enabling work contracts held with the subcontractors, and the approval of this change order will allow them to complete this work earlier than anticipated.

Motion to approve Turner's Change Order for early utility work in the amount of \$75,000 by P. Consolini, 2nd by M. MacDonald. VOTE: 14 approve, 0 against, 0 abstain.

c. Turner's Change Order for Benching in the Core Area

M. Giso pointed out that similar to the previous change order, this work will allow the foundation contractor to begin work right away in the spring, as the benching stabilizes the site and preps the area for the foundation work to take place.

T. Elmore added that there is a savings associated with using the equipment that is already on site, since it is not a small cost to bring it back after they have been removed for the winter, and that this activity will also save time at the beginning of the construction pick-up in the spring.

Motion to approve Turners Change Order for Benching in the Core Area in the amount of \$18,486 by P. Consolini, 2nd by M. MacDonald. VOTE: 14 approve, 0 against, 0 abstain

4. Invoices:

- a. DWMP Invoice No. 19 in the amount of \$40,000.00 for OPM Services in the Construction Documents Phase

Motion to approve DWMP Invoice No. 19 in the amount of \$40,000.00 by P. Consolini, 2nd by M. MacDonald. VOTE: 14 approve, 0 against, 0 abstain.

- b. Perkins Eastman Invoice No. 65010.01.10 in the amount of \$144,542.86 for services applied to the Construction Documents and Construction Administration phases.

Motion to approve Perkins Eastman Invoice No. 65010.01. in the amount of \$144,542.86 by P. Consolini, 2nd by M. MacDonald. VOTE: 14 approve, 0 against, 0 abstain.

- c. Turner Construction Req No. 5 in the amount of \$281,070.34

Motion to approve Turner Construction Req No.5 in the amount of \$281,070.34 by P. Consolini, 2nd by M. MacDonald. VOTE: 14 approve, 0 against, 0 abstain.

- d. Berkshire Eagle Invoice No. 1016107892 in the amount of \$187.79 for advertisement of Trade Contractor RFQ

Motion to approve Berkshire Eagle Invoice No. 1016107892 in the amount of \$187.79 by P. Consolini, 2nd by M. MacDonald. VOTE: 14 approve, 0 against, 0 abstain

- e. RSI Signs Invoice No. 7665 in the amount of \$2,139.99 for printing of additional 60% document sets

Motion to approve RSI Signs Invoice No. 7665 in the amount of \$2,139.99 by P. Consolini, 2nd by M. MacDonald. VOTE: 14 approve, 0 against, 0 abstain.

5. Revised SBC Membership

M. Schiek pointed out that at the last School Committee meeting, the School Committee revised their membership, thus revising the membership of the SBC. He explained that Rich Cohen will continue to serve on the SBC as a Community Member, rather than a School Committee Representative, and that Al Terranova will take over on the SBC as the new SC representative. He also pointed out that Kimberley Grady will be serving as the acting Superintendent and has been given for signing authority.

Furthermore, M. Schiek mentioned that the SBC quorum is now 8 members with the revisions made to the committee.

6. **Mini-GMP #2 Update (Foundations) & SBC Approval**

M. Ziobrowski pointed out that the pre-authorization of Approval Letters for the work included in Mini-GMP #2 that has already begun was previously granted at the November 3 SBC Meeting, but they are now seeking the formal approval of Mini-GMP #2 as a whole.

T. Elmore added that this approval will amend Mini-GMP #1 to Mini-GMP #2, and the work included is all planned work. Furthermore, he explained that Turner did not ask for this formal approval at the last SBC Meeting because the "Assumptions and Qualifications" were still being reviewed by B. Garrity, the District's legal contact.

M. Ziobrowski stated that they are currently only releasing \$999,712 of the \$1,870,089 for Mini-GMP #2, adding that they are on budget, but the budget continues to adjust as the estimates come in with the on-going development of the design documents.

***Motion to approve Mini-GMP #2 in the amount of \$999,712 by P. Consolini, 2nd by M. MacDonald.
VOTE: 14 approve, 0 against, 0 abstain.***

7. **Mini-GMP #3 Review & Pre-Authrization to Sign Structural Steel Approval Letters**

M. Ziobrowski stated that they are seeking the same pre-authorization for Mini-GMP #3 that was granted for Mini-GMP #2 with a NTE value of 10% above the current estimated costs to give them the ability to begin the work when the bids come in for Structural Steel. He pointed out that the structural steel packages are out for the core and 3-story sections of the building, with a due date of January 16, 2017.

M. Giso then clarified that this will be all the steel for the project, but it does not include "Miscellaneous Metals", as those are a Filed Sub Trade, meaning the procurement process is different per MGL.

Additionally, M. Ziobrowski pointed out that they will be seeking approval of the total Mini-GMP #3 in the January, 2017 SBC Meeting.

Motion to give pre-authorization capabilities of Structural Steel Approval Letters by P. Consolini, 2nd by R. Cohen. VOTE: 14 approve, 0 against, 0 abstain.

8. **Schedule Update – 6-Month Look-Ahead**

M. Giso reported that they will be finishing the footings and foundation work for the 3-story section of the building over the next month, as well as the prep work for the spring construction activities. He added that the steel erection tails the foundation work, meaning the 3-story section steel will begin in March/April, 2017 as the foundation work begins in the core area, then followed by the steel erection in the core which will take then through May/June; at the same time the steel and foundation work picks up, the required demo and abatement work will begin in the auditorium and gymnasium, followed by the renovation of both.

T. Elmore added that they will be very busy in the summer of 2017 for an April, 2018 completion date.

9. **Subcontractor Pre-Qualification Update**

R. Milaschewski reported that they received 90 qualification packages on the November 22 due date, which were then distributed amongst the selection committee for evaluation. She added that the

committee held a conference call the Monday following the due date, and they are currently working through the evaluation process which they plan to complete by the end of the month. She added that they are happy with the number of packages they received and expected the few responses for the Acoustical Tile and Elevator trades, considering that is common occurrence.

T. Elmore added that they will follow the correct procurement process for these trades with the help from B. Garrity to assure that everything is done correctly per MGL.

10. Design Update

D. Colli presented renderings of the Media Center, Lobby and cafeteria with the proposed (but not final) finishes. The committee then discussed the finishes, giving suggestions to explore some other options. D. Colli stated that they would do so with the help of the interiors working group.

11. Continue with VE Option Development & Begin Development of Potential Trade-Bid Alternates

T. Elmore reported that as the project moves into the 90% development phase of the design documents, they may need additional VE items to stay on track with the budget. He added that in the final days of the 60% cost estimate reconciliation, the majority of the existing VE items were taken to keep the project on budget. With this in mind, he suggested that the VE group meets again to develop these additional VE items and schedule the group to be available for the reconciliation of the 90% estimate so they can decide as a team which items to incorporate.

Along the same lines, he pointed out that the team, along with the VE group should begin to develop a "bid alternates" list which will give them more flexibility when the bids come in. He explained that a bid alternates list is a list of items prepared for each trade that is a change to the construction/design.

The example of a bid alternate used by D. Colli was to add aggregate to the polished concrete floor in the main entryway; this meaning the trade contractor will submit their bid with the cost of the polished concrete floor, as well as a separate cost for the bid alternate (addition of the aggregate).

T. Elmore explained that by preparing the alternate list, it locks the trade contractor into the price provided for the cost of the work before signing a contract with them, and will also encourage them to price the work competitively as they are bidding for the project. Furthermore, he explained that the alternates must be organized in a strategic order, as they must be selected in sequential order. For example, he explained that if you have bid alternates 1, 2 and 3, you must implement 1 and 2 into the design before item 3, rather than selecting them out of order. He also pointed out that it is not a requirement to use any of the bid alternates if the District decides not to.

The committee then discussed their availability to develop these lists and review them with the SBC, while DWMP stated that they should be reviewed by the SBC in the January meeting to allow the Designer enough time to prepare the design documents for the alternates, and for the VE items to be developed in time for the 90% estimate reconciliation.

12. Working Group Updates

- a. **Facilities Working Group:** J. Wirtes commented that the work currently under way is going well. M. Schiek then thanked J. Wirtes for his diligent video/photo documentation of the construction process.

- b. **Educational Working Group:** M. MacDonald pointed out that they have been meeting with the interiors group for visioning sessions, and have broken out into sub groups, such as library interiors, auditorium interiors, etc.
- c. **Finance Working Group:** H. Daley reported that they had a conference call with the OPM and Designer to review the alternates and bid process. He stated that they were all on the same page with the budget and will not go beyond it, though they may have to rely on the VE items to get there.
- d. **Community Outreach:** P. Consolini informed that project update materials, including material samples and renderings, will be available at the upcoming Penny Social held at the Lasalle Gym.

13. **Other Business Not Anticipated 48 Hours Prior to Meeting:**

The project team informed the Committee that the 60% CD comments were received from the MSBA on November 30 with no major concerns.

14. **Public Comment:** *None.*

15. **Upcoming Meetings & Public Forums**

- a. Tuesday, January 10, 2017 at 5:30PM

16. **Adjourn**

SBC Motion to adjourn by P. Consolini, 2nd by R. Cohen. VOTE: unanimous to approve. Meeting adjourned at 8:09 PM

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC

Rachel Milaschewski

Dore & Whittier Management Partners, Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After the minutes have been voted to approve, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.